

2018-2019 Snow Removal Plan

The primary objective is to remove snow and ice safely and quickly from pedestrian walkways, parking facilities and the streets on the ETSU campus in order for faculty, staff, students, and visitors to be able to access their destinations when they arrive on campus.

NOTIFICATION:

The Associate Vice President is to provide input as outlined in the “Inclement Weather Policy”. While decisions are being made on closing, Facilities Management will put into action the Snow Removal process as outlined in this document.

1. The Facilities Executive Director and Associate/ Assistant Directors will jointly and continuously monitor the weather reports for advance warning of coming winter weather. The Associate Vice President will have final responsibility for initiating the plan.
2. The assistance of Public Safety is requested when a winter storm commences during the night. If the Officer in Charge foresees that there is going to be a need for snow removal, they should contact the Associate Director on Call and advise on conditions. Preferably this should be done by 4:00 a.m. in order for the Facilities Executive Director and Associate Director to have time to implement the plan.
3. The Associate Director will notify the Executive Director of Facilities by 5:00 am with a campus condition report. This information will be passed on to the Associate Vice President of Facilities Management.

Once the decision for implementation has been made, the Facilities Executive Director and Associate/ Assistant Directors will contact the Maintenance Managers who are responsible for contacting their crews (see attached names).

Notification Procedure:

1. Public Safety assesses campus conditions and notifies Associate Director on call if hazardous conditions are present.
2. If conditions warrant, Associate Director will initiate snow removal plan.
3. Associate Director will contact Facilities Executive Director by 5:00 am with campus conditions report.
4. Facilities Executive Director contacts Associate Vice President to report progress and need to implement Inclement Weather Policy.

Snow Removal Plan Contact List

Executive Director Facilities Services

Dan O'Brien

Cell: 423-483-3862

Associate Director Facilities Services

Sean Morris

Cell: 423-741-4651

Heavy Equipment Operators

Lance Dugger (Primary Plow Operator)

Cell: 423-213-9954

Gary Bond (Back up)

Cell: 423-202-1958

Travis Watson (Back Up)

Cell: 423-483-3029

Lead Mechanic/Operator

Stacy Cole

Cell: 423-512-2458

Power House

423-439-7900

RESPONSIBILITIES AND DUTIES:

Snow Trucks - When notified, the Associate Director will contact the salt truck drivers and others as needed. Roads staff will strive to maintain bare pavement on all primary roadways throughout a storm. At a minimum, snow accumulations on primary roads are to be kept in plow-able conditions at all times. All primary roads shall receive a salt treatment

prior to the onset of frozen precipitation providing the weather and temperature forecast warrant anti-icing. All primary roads are to be completely cleared of snow and ice within 2 hours of storm ending time regardless of accumulations. Primary roads are to be plowed curb to curb. All secondary roads are to be kept in passable conditions. Costs will be monitored and documented to ensure the most effective use of our limited resources. Secondary roads shall be completely cleared of snow and ice within 4 hours of storm ending time regardless of accumulations. Secondary roads are to be plowed curb to curb. Parking lots will be cleared after priority roads have been cleared of snow accumulation.

Zone Crews- All sidewalk, crosswalk, steps, ramp, and doorway snow removal will be maintained in a zone format. The Executive Director of Facilities and Associate Director will contact all shop supervisors notify implementation of snow removal plan. The crews will assemble at their assigned shop at the Physical Plant or in their respective zones at 6:00 am. All zone members should coordinate with the respective Grounds or Maintenance Zone Crew Leader for information and procedure to be followed in each zone. There will be one Front Mounted Sweeper assigned to each zone. These will be operated by a grounds shop employee only and used to maintain sidewalks in the individual zone. All members of the zone crew will use shovels, brooms, and ice melt to remove all snow accumulations in their defined zone. A list of crew members and their assigned buildings along with a zone map is provided in the following pages.

Main Campus Custodians- All 1st shift custodial staff are responsible for their pre-assigned buildings up to 15 feet outside of the building. Custodians are to go immediately to their building and begin work on clearing steps, porches, ramps, and walks. They will first clear and salt the passage way at least 2' wide from all main entrances to the walks, they then will back up and clear and salt all of above areas until all steps, porches, ramps, and walks are completely clear of snow and salted. In the event campus is closed, custodial emergency personnel will be required to maintain their assigned buildings for school opening the next day. Night Shift Custodians- Same as outlined for day shift. Refer to the ETSU Inclement Weather policy. Buildings that are covered by 1st shift custodians include: - **Hutcheson Hall, Warf-Pickel Hall, Yoakley Hall, University School, and the Sherrod Library.**

College of Medicine Staff- Report according to the College of Medicine inclement weather closure policy.

Contracted Areas- The following areas have contracted snow removal that will be maintained separately: V.A. Parking Lots, CEB, Innovation Lab, Health Clinic, and Kingsport Center.

Housing- All housing maintenance and custodial staff will be responsible for snow removal around all housing buildings. Snow removal includes sidewalks, steps, ramps, and doorways around housing buildings. Grounds crew will still be responsible for roads and parking lots. Buildings that are to be covered by housing include: Lucille Clement, Luntsford, Centennial, Governor's, Davis, Carter, Stone, Powell, West, and Buc Ridge. Housing Staff Include:

1. Housing Maintenance: **Chris Taylor – Housing Zone Leader – (423)-431-8436**

Assignment: (Float)

2. Housing Maintenance: Larry Hill, Joe Clyburn, Housing Custodial Staff- Emergency Personnel

Assignment: (West Side Campus: Luntsford, Dossett, West, Powell, Stone, Carter, and Lucille Clement)

3. Housing Maintenance: Chad Head, Charles Hall, Zane Gray - Emergency Personnel

Assignment: (Buc Ridge)

4. Housing Maintenance: Sean DeLong, Matt Carder, Housing Custodial Staff

Assignment; (East Side Campus: Governors, Centennial, and Davis)

5. Housing Custodial: Wes Williams, Housing Custodial Staff – Emergency Personnel

Assignment: (Float)

OTHER POLICIES AND PROCEDURES:

CAMPUS CLOSURE- When the campus has been closed due to inclement weather or natural disaster, previously identified essential personnel are to report per ETSU Policy PPP-28.

Once the decision has been made to close the campus, the Facilities Executive Director and Associate Director will contact the Maintenance Zone Crew Managers who are responsible for contacting their crews (see attached names and telephone numbers).

The snow plan will proceed as normal with the following exceptions:

WEEKENDS - Should snow occur on Saturday or Sunday, the Facilities Executive Director in consultation with the Associate Director will decide when to begin clean up and will assemble the work force as previously described.

SHIFT CHANGES: All report times for snow removal are considered the start of a shift. This means that if your report time is 6:00 am, any time worked after 2:30 pm is considered scheduled overtime.

Every effort will be made in advance to notify all employees of their needed support for snow removal. Due to the inability to forecast some snow events in advance, call-ins for snow removal support after 5:00 pm (the night before), the shift for the following day will begin once you arrive on site. If you have any questions regarding snow removal, please contact your supervisor.

Any questions about routes or assignments need to be directed to Sean Morris: Associate Director of Facilities Services. Modifications to assignments will be made as required to provide the best service to the campus community.

Zone 1

Mark Simmons: Grounds Zone Crew Leader

Jonathan Lykins
Ryan Phillips
Eli Bradley
Collin Hawley
Travis Watson

Sidewalks, Crosswalks, ADA Ramps and Parking Spaces, Parking Lot Access Points

Matt Newland: Maintenance Zone Crew Manager (423)-367-2358

Casey Gwyn } Sherrod Library, Rogers Stout
Ray Miller }

Mark Keys } Burgin Dossett, Parking Services
Richmond Moore }

Brian Ferrell } Maple St. Houses
Jonathan Saylor }

Rick Holmes } University School, Greenhouse
Mike Wilson }

John Nelson } WETS, Central Receiving

Buildings-

060	Burgin Dossett Hall	156	914 West Maple
021	Rogers-Stout Hall	157	918 West Maple
002	University School	090	920 West Maple
068	Parking Services	320	Sherrod Library
096	902 West Maple	305	Central Receiving
153	908 West Maple	306	WETS
155	916 West Maple	025	Green House

Zone 2

Brandon Thrower: Grounds Zone Crew Leader

Stephen Brown
Adam Timbs
Logan Whitt
Chad Smith
Zach Shephard

Sidewalks, Crosswalks, ADA Ramps and Parking Spaces, Parking Lot Access Points

Todd Elrod: Maintenance Zone Crew Manager (423)-791-3592

Noah Ensor } Mini Dome (Buc Sports Entrance, 2nd floor W. Side entrance, Rifle Range Stairs)
Mike Gamble } CPA, Culp Center
Stephen Brickey }
Aidan Sullivan } Nicks Hall, Reece Museum, Millennium Center
Joel Kress }
Andrew Bell } Brooks Gym, Sam Wilson, W. Side Dome (SW Stairs and ADA Ramp)
Chanc Pritchett }
Andre Stevens } Brown Hall, Burluson Hall, Mathes, Ball, E. Side Dome:
Bud Shell } (Stairs at lot 24, sidewalk to pedestrian bridge)
Johnny Roe }
Mitch Watts } Gilbreath Hall, Campus Center Building

Buildings-

092	Culp Center	330	CPA
020	Nicks Hall	005	Mathes Hall
006	Ball Hall	012	Sam Wilson Hall
009	Brooks Gym	904	Millennium Center
003	Brown Hall	007	Mini Dome
014	Burluson Hall	091	Reece Museum
011	Campus Center Building		* ADA Path
010	Gilbreath Hall		*Outdoor Athletic/Intramural Facilities

Zone 3

Gary Bond: Grounds Zone Crew Leader

Dustin Powell
Stacy Cole
Jeff Story
Lance Dugger

Sidewalks, Crosswalks, ADA Ramps and Parking Spaces, Parking Lot Access Points

Jason Ervin: Maintenance Zone Crew Manager (423)-791-3590

Joey McNeil
Mike Nichols
Michael Holt

Physical Plant, Warf Pickle, Parking Garage

Mark Savage
Larry Tipton

1118 & 1110 Seminole Houses, Child Study Center, Art Annex,

Tim Whitlock
Dale Godsey

Lamb Hall, Hutcheson Hall, Wilson-Wallis

Bryan Moody
Sammy McCray

Ada Earnest House, Data Center, Lyle House, Nell Dossett, Ross

Buildings-

016	Ada Earnest House		
030	Data Center	332	Child Study Center (Signal Drive) 129 Yoakley Hall
015	Hillrise- Lyle House		
018	Hutcheson Hall	131	Ross Hall
019	Lamb Hall	133	Nell Dossett Hall
041	Chiller Plant	151	Bond House
040	Power House	158	1110 Seminole Drive
008	Warf-Pickel Hall	159	1118 Seminole
017	Wilson-Wallis Hall	042	Physical Plant
104	Parking Garage	062	Art Annex